



Quick Start Guide

- Any child being registered for a Corpus Christi Museum of Science and History (CCMSH) Camp must have attended Kindergarten or equivalent program prior to attending camp and fully able to use the bathroom without assistance, no exceptions will be made. CCMSH reserves the right to request proof of age for any child(ren) registering for camp.
- Send your child's belongings in a backpack type bag with their name on each item every day.
- In the backpack should be:
 - A change of clothes
 - Sunscreen
 - Bug Spray
 - A hat
 - Water Bottle
 - Face Mask
- Closed toed shoes only. Closed toed sandals or Crocs are acceptable. Flip flops are not allowed.
- Cell phones, portable game devices, toys or music players are not allowed. If you need to reach your child(ren), you may call the Camp Manager at 361-826-4661
- Campers will not be allowed to visit the museum gift shop under the care of CCMSH Staff. CCMSH staff will not hold any child's money and will not be responsible for lost money.
- Lost materials will be stored for one week.
- CCMSH Camp is a peanut free campus, so please consider this when preparing lunch for your child(ren). We will be providing a morning snack. Please be aware that allergy restrictions may change, but we will notify you if that occurs.
- A morning snack will be provided to campers.
- CCMSH Camp is a closed campus. Parents, guardians or family members may not visit campers during operation hours without signing the camper(s) out or in the direct supervision of the Camp Manager.
- A photo ID will be required to pick up any child, every time. No exceptions will be made. If you do not bring an ID, you will be turned away. A state or government issued ID is preferred but we may accept others at the discretion of the Camp Manager.



Complete Information Guide

What to bring:

Please place all your child's materials in a backpack or backpack type bag.

Please label all belongings with the child's name.

- Face mask
- Wear comfortable clothes. We recommend sending an extra set of clothes just in case an accident happens.
- Closed toe shoes such as tennis shoes, sneakers, or sandals with a closed toe are the only acceptable footwear. Lab safety is a top priority and due to the nature of our camp NO FLIP FLOPS will be allowed. We will call you if your child is not wearing proper footwear. Unfortunately, if a camper is not wearing proper footwear they may not be able to participate in activities.
- Water bottle
- Sunscreen, bug spray, and a hat.
- Please do not send any cell phones, portable game devices, toys or music players with your child. CCMSH is not responsible for any lost or stolen items.
- Medications:
 - Any necessary medications must be given to the Camp Manager. All medications will be stored in a locked box except fast acting medications, which will be kept by the child's counselor. If you wish for your child to carry their own medication, we must have a note from a physician stating the medical necessity.

Lunch

- Lunch will be provided daily. The menu for the week is available on our website.
- We are a peanut-free campus. For the safety of all children, no peanut products of any kind can be brought to or consumed at the museum. All lunches will be checked before campers began lunch. If peanut products are found, campers will be asked to return the product to his/her lunchbox.
- We will provide campers with a morning snack each day.
- Lunch will be from 11:30 a.m. – 12:30 p.m.
- Lunch for grades PreK-2nd will begin at 11:30 a.m. and conclude at 12:00 p.m. For grades 3rd-6th, lunch will begin at 12:00 p.m. and conclude at 12:30 p.m.

Sign in and out:

- A photo ID must be provided upon pick-up every day. The adult's ID will be compared to the list of approved pick-ups provided by you on a form later in this packet. Please ensure the pickup name matches the individual's ID.
- You will need to drop off and pick up your child in person. Under no circumstances will a child be released to an individual not on the approved pick-up list.
- Regular drop off will be from 8:45-9:00 a.m. in the museum lobby. Regular pick up will be from 3:45-4:00 p.m. Any adults arriving before 3:45 p.m., will be asked to wait in the museum lobby until pickup begins. If you need to pick up your child early you must inform the sign-in staff in the morning so that we can assign a staff to facilitate the early pick up.
- During summer camp, before care drop off begins at 7:30 a.m. After care ends at 5:30 p.m. Please plan accordingly, we will not accept earlier drop offs and doors will not open until 7:30 a.m. Any child remaining at the Museum after 5:30 p.m. will incur a \$15 fee. The fee will increase by \$15 every 15 minutes. This fee will start the first minute of the 15 minutes.
- Campers must be dropped off by 9:00 a.m. so that they may enjoy all the camp activities which begin at 9:00 a.m. every day. We appreciate your punctuality.

Closed Campus Policy:

- CCMSH Camp enforces a closed campus policy. Parents, guardians or family members will not be allowed to join their child(ren) in camp activities or in the classroom while under the care of CCMSH.
- Parents who are currently volunteering at CCMSH will work with the volunteer coordinator as assigned.

Extended Care: Summer Only

- The camp day begins at 9:00 am and ends at 4:00 pm. However, extended care is available from 7:30-8:45 am (before care) and 4:15-5:30 pm (after care). The morning and afternoon costs are \$15 each session, amounting to \$30 per day if you require both. You may pay for individual days or an entire week, but you must pre-register prior to the week your child will be attend.
- An additional fee of \$15 per 15 minutes will be accrued if the child is not picked up by 5:30 pm. Fees will be charged at the beginning of the 15 minutes, i.e. a camper picked up at 5:46 will have incurred \$30 worth of late fees

Medical Procedures

All parents must fill out a medical release form for all camp participants. This will include permission to transport the child to appropriate medical facilities, perform CPR, First Aid, and dispense any prescribed medication. The children will only be given medication by staff members, and only will be given medications that are specifically prescribed for that child. All dosing will be strictly followed according to dosing on the medication. If dosing is different than written on the original container, the parents must provide the camp with a written letter from the physician with the current dosing instructions. All medication must be in its original packaging. The camp staff will not administer any expired medication. If any medications are left behind after the child has attended camp, reasonable efforts will be made to return the medication to the parents. If medication has not been picked up after 30 days, it will be disposed of properly.

When medication is given, the administrator will fill out the medication record for the camper. The record will be kept for one year.

All medications will be kept in a locked box in a secure location. When onsite at CCMSH, the medications will be kept by the Camp Director, except for fast acting, lifesaving medications like EpiPen(s) and inhalers. These medications will be kept with the camper's counselor. If you wish for your child to carry their own medication, we must have a note from a physician stating the medical necessity. When campers are on a field trip, all medications will be kept with the Camp Director.

All camp employees are first-aid trained. A first-aid kit will be kept in each classroom, the museum front-desk, and offices. In addition, whenever off-site the Camp Director or Senior Education Staff will have a first-aid kit on their person.

If a camper needs an EpiPen, or if the injury seems to require immediate medical attention beyond first aid, the Camp Director will immediately call 911. The child will be transported to the hospital designated on the child's medical form (if no hospital is indicated the default will be Driscoll Children's Hospital), or other medical facility as determined by the EMT staff. Immediately after 911 is called, the Camp Director will call the child's parents and inform them of the situation and let them know where to meet the child. A staff member will ride in the ambulance with the camper to the hospital and stay with the child until the parents arrive.

Discipline and Guidance Practices

CCMSH camps will not tolerate any of the following: fighting, name calling, bullying of any kind, rough housing, inappropriate sexual activities, or activities that threaten the safety of others. Any activities of this sort will result in disciplinary action for the child.

Disciplinary action will vary depending on the situation but may include:

- Verbal warnings
- Time out for as many minutes as the child is old (age 5=5 minutes out)
- Natural consequences
- Call home to parents
- Suspension
- Expulsion from camp

If two or more incidences requiring parent contact occur within the week, CCMSH may suspend the child.

The suspension and expulsion policies stated above are guidelines. An action of severity may result in suspension or expulsion regardless of prior parental contact or suspensions. CCMSH reserves the right to employ this policy at our discretion.

No refunds will be given for any missed days or weeks due to disciplinary action.

Cancellation & Refund Policy:

Refunds may be issued until May 27, 2022, minus a \$50 administrative fee. No refunds will be issued after that time. There will be no refunds due to camper illness or weather conditions. CCMSH has a minimum enrollment policy. Minimum of 8 children per camp class or camp will be subject to cancellation. If CCMSH cancels your session, you will be notified at least 1 day in advance and given a full refund. CCMSH reserves the right to cancel or combine sessions with low participation.